

1. Push buttons for each number of your code. Buttons can be pushed in any order.
2. Push down on the “OPEN” latch at the top, while holding it down pull the face out from the key box. If a number has been incorrectly pushed, the box will not open. Simply press down on the “CLEAR” button to try again.
3. While holding the face, pull out the key and put the face back onto the key box. The face will then lock back onto the key box and the code will clear.
4. After you have locked the building, follow the directions listed above and put the key back into the box.

